

Casual/Seasonal JOB OPENING
DELAWARE DEPARTMENT OF JUSTICE

Opening Date: May 23, 2017

Closing Date: May 31, 2017

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

VICTIM/WITNESS SOCIAL WORKER (Bi-lingual)
Criminal Division, New Castle County

Job Responsibilities and Duties: We seek a **Bi-lingual** Social Worker to provide direct social work services to victims, their families and witnesses involved in major or complex crimes in the Criminal Division, in New Castle County. This Victim Witness Social Worker works directly with victims whose cases fall under the jurisdiction of Superior Court, Family Court, or Court of Common Pleas. This Victim Witness Social Worker will conduct interviews to obtain case facts, personal history and background information in order to evaluate the psychological, physical and financial impact of the crime on an individual. They provide crisis intervention and counseling based on an individual's service needs. They work closely with Deputy Attorneys General in the Criminal Division who are preparing for trial. They assist in notifying victims and witnesses of a criminal case status, court dates and results of hearings; interview victims and witnesses to ascertain case facts and identify individual needs. They assist the Deputy Attorneys General with victims in witnesses by educating the victims and witnesses regarding the criminal justice process and the Victim and Witness Bill of Rights insofar as input and participation, and prepare the individuals for trial; and make referrals through the use of community resources. There is also the preparation and maintenance of casework files documenting various contacts along with maintaining statistical reports as required. The Social Worker is also expected to speak before community groups and serve on task forces or committees as assigned.

This position is paid for under a Grant and will initially be for a term of one year with an opportunity to renew. While reappointment for an additional time period may be a possibility, neither the existence of the position after the end of the initial appointment, nor the possibility of reappointment, is guaranteed.

Minimum Qualifications:

1. Bi-lingual skills
2. Baccalaureate Degree in a Human Services related field

3. Two years post education experience in a Human Services field

OR

Associates Degree (two year) in a Human Services related field with no less than 5 years experience as a Victim Service Specialist in the Delaware Department of Justice

4. Knowledge of the criminal justice system

5. Ability to interview and counsel

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.